HAZARDOUS MATERIAL CONTROL & MANAGEMENT (HMC&M)

Governing Instruction & Law

Instruction:

OPNAVINST 5100.23F

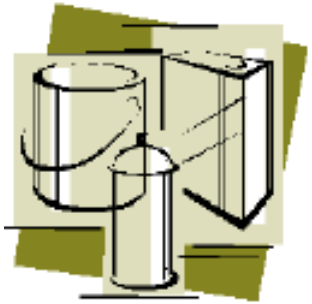
(Hazardous Material Control & Manageme

Law:

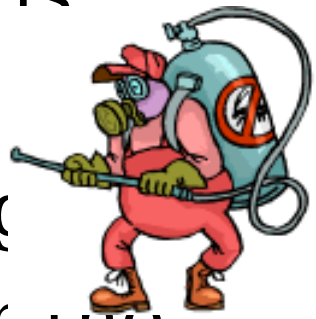
OSHA 29 CFR 1910.1200

(Hazard Communication)

What is a hazardous material (HM) ?



There are numerous definitions, so, for the purpose of this training a hazardous material is:



Any material that is capable of posing an unreasonable risk to health, safety or the environment if improperly used, handled, stored, ed, labeled or disposed.

HMC&M focuses on preventing, minimizing or

eliminating the introduction of hazardous material

(HM) into the Navy system, substituting less

hazardous HM for HM already in the Navy systen

safely us e, and safely

handlin dous waste.

REQUIREMENTS

Authorized Use List

HM Inventory

Material Safety Data Sheets

Review Of New Materials

Training

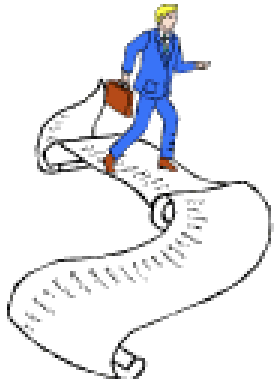
Labeling

Substitution

Means Of Detecting A HM Release

Authorized Use List (AUL)

A list of all HM's that a shop, work center, command, etc. is authorized to have, use and store to support their mission.



Note:

If it's not on your AUL, you are not authorized to have it in your place of employment!

Hazardous Material Inventory

Is the amount and location of the HM that you have

in a workplace

Example of an AUL/Inventory Sheet

HAZARDOUS MATERIAL (HM) AUTHORIZED USE LIST & HM INVENTORY

Code:		Title:		POC :		Last Validation Date:		
MSDS #	Product/Item Name	Stock / Part Number	Manufacture Name	Location Building / Facility Number	Process	Hazard Class	Stock Level	
							High	Low

Material Safety Data Sheet

A sheet prepared by the manufacture furnishing all required information for the safe use, handling & storage of the material. To include emergencies, (fire, spill & first aid) and health risk associated with use.

The user is responsible for ensuring MSDSs are obtained, available & maintained so they are readily available to all employees on all shifts.

Note:

A MSDS must be in English and if required

translated into other languages.

29 CFR 1910.1200 HAZCOM Standard

“It’s the law”.

MSDS ON LINE

- **HAZARDOUS MATERIAL INFORMATION RESOURCE SYSTEM (HMIRS)**

Provides on line MSDS for standard stock

materials Must register to use

(https://www.dlis.dla.mil/hmirs)

New Material Review

A review of a new material is required before it is

use or introduced into the place of employment .

Before a new material is proc

a request needs to be forwar

safety office.

Example Of A Material Request Form

Date: _____

MEMORANDUM

From: _____
To: COMFLEACT Code 004

Subj: HAZARDOUS MATERIAL PROCUREMENT REQUEST

Ref: (a) OPNAVINST 5100.23 Series
(b) COMFLEACTINST 5100.5 Series

1. Per references (a) and (b), the below procurement request is forwarded for your review.

HAZARDOUS MATERIAL AUTHORIZATION

Section 1: User/Requester Information			
Command:	Code:		Date:
POC:	Phone No.		E-mail:
Location of use (Bldg. No. & Floor):		Shop/Code using:	
Section 2: Material Information			
New Material [ ] Replacement Material [ ]	Add to AUL [ ] One Time Use [ ]		English MSDS attached [ ]
Name:	Stock No.		MILSPEC:
What material are you replacing	Name:	Stock No.	
Non-Standard/Local Purchase Yes [ ] No [ ]	Justification/documentation attached [ ]		No standard stock material identified/available [ ]
Material will be used for:			
Frequency of use: Daily [ ] Weekly [ ] Semimonthly [ ] Monthly [ ] Quarterly [ ] Semiannually [ ] Annually [ ] Other:			
Amount/quantity used per frequency/application: Pint [ ] Quart [ ] Gallon [ ] Tube [ ] Drum [ ] Kit [ ] Pounds [ ] Other:			
Annual usage:	Amount requested:	Current amount on hand:	Stock level: Max: Min:
Section 3: Review and Approval			
HAZMIN Center	Material locally supported in stock system: Yes [ ] No [ ]	Equivalent standard stock material available for non-standard material: Yes [ ] No [ ] Name: Stock No.	
Activity's HAZMAT/Safety Representative: Reviewed [ ] Signature: Date:		CO, OIC, Department/Division Head: Approved [ ] Disapproved [ ] Signature: Date:	
Industrial Hygienist: Approval [ ] Disapproved [ ] Signature: Date: Material Classification: Extremely Hazardous Substance [ ] Hazardous Substance [ ] Toxic [ ] Non-hazardous [ ] Other:			
Environmental: Approved [ ] Disapproved [ ] Signature: Date:		Safety Office: Approved [ ] Disapproved [ ] Signature: Date:	

CFAY 5100/17 (Rev. 12-02)

TRAINING

When ever there is a process change or the introduction of a new HM into the workplace

employees using the material and personnel who

may come in contact with

be exposed to the material

must be trained.

LABELING

Manufacturer, importers or distributor must determine label requirements.

All containers of HM must be labeled with their identity and appropriate warning.

HM transferred from their original container. The receiving container must be labeled with the material identity and hazard warning.

Establish procedures to ensure that all HM used at

the activity are properly and appropriately labeled.

Report to your supply department any shipments of

HM received/delivered improperly labele

or has missing labels.

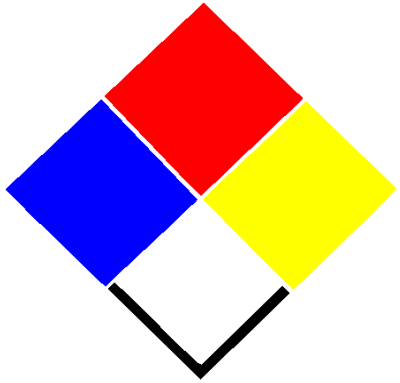
If you receive a HM that is not labeled reject the

shipme on’t k ha ve.

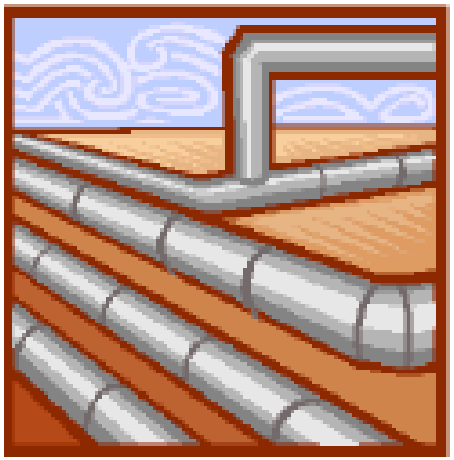
The National Fire Protection Association (NFPA)

diamond label does not comply with OSHA & it may

only be used as a s the HAZCOM compliant label.



Pipelines that contain a HM must be labeled with the material the pipelin is use for.



SUBSTITUTION

Substitute currently used HM with a less hazardous
material when identified or known.

STANDARDIZATION

Using the same materials (i.e. finding and using a
material that can accomplish more than one job).

Means Of Detecting A HM Release

You can see.

You can smell it.

You can feel it.

You feel dizzy, drowsy, watery eyes.

Your coworker is unconscious on the floo

DON’T

Use a material you are not authorized to use.

Use a material that you have not received training on/for.

Use a material without required PI

Eat/drink or smoke when using a HM.

Don’t

Leave HM in open containers. When your done

using them close the container

Leave HMs around the shop/workcenter after you

have finished using them

put them back in their

proper storage place.

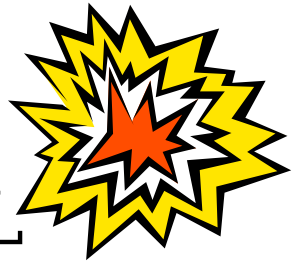
Don’t

Accept material from a contractor or other sources

just because you think you may need it/use it or it’s

free.

EMERGENCIES



FIRE, EXPLOSION OR SPILL

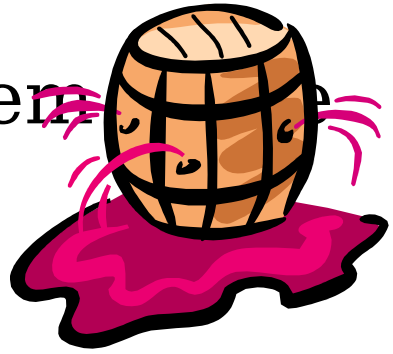
Notify all personnel in the area and evacuate.

Contact the fire department at **911**.

Stay up wind and keep all personnel clear wait for

the fire department and direct them to the

emergency.



EMERGENCY

PERSONNEL INJURY

Call an ambulance at **911**

Administer first aid if you can do so safely.

Remove the exposed/injured to safety if you can do so without endangering yourself.

Provide information the emergency medical personnel as to what the injured was in contact with/exposed to.

Remember the person has been exposed or in contact with a hazard material/substance.

SUMMARY

Only use & store items listed on your AUL.

Read MSDS and labeling information before you use a material.

Know emergency procedures and phone numbers.

Report the receipt of improperly or unlabeled HM.

Order and store only required amounts to support your mission.

Ensure HM is properly stored & handled at all times.

Must get safety & health review & approval before ordering a new HM.

Properly dispose of excess HM or HW.

QUIZ TIME

Print out and fax this quiz with your answers to CFAY Safety Office at 243-6412 or mail to CFAY Code 004

Name: _____ Command/Code: _____

Job Title: _____

Phone Number: _____ E-Mail address: _____

Hazardous Material Control & Management (HMC&M) Quiz

1. What is the primary Navy instruction governing the HMC&M program ?
   a. SECNAVINST 5100.2D b. OPNAVINST 5100.23F c. OPNAVINST 5102.1C d. All of the above

2. The Navy requires all HM users to have ?
   a. AUL & Inventory b. MSDS c. Local Instruction d. All of the above

3. If an item is not on your AUL you are still authorized to have & use the item ?
   a. True b. False

4. MSDS are required to be readily available to all workers on all shifts ?
   a. True b. False

5. In the event of an emergency, such as a spill or leak, who do you contact ?
   a. PWC hazardous waste facility b. The safety office c. The fire department d. The environmental office

6. All HM is required to be labeled with ?
   a. NFPA labels b. Manufactures label c. Local label containing manufactures information d. b or c

7 7. All HM is required to be in closed containers and properly stored when not in use ?
   a. True b. False

8 8 . For a new material you must first ?
   a. Get approval b. Receive training before used c. Order the material then request approval d. a & b

9. 9. An MSDS can be in Japanese when material is purchased locally from a Japanese company ?
   a. True b. False

0 10. Pipelines containing a HM/substance is required to be ?
   a. Compatible with the material in the pipe b. Color coded c. Labeled with the content d. a & c